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6 May 1957

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MEMORANDUM FOR

SUBJECT : Progress Report For Month of April 1957

1. Attached is the Records Center monthly statistical report for the month of April 1957.

2. The following summarizes the activity of the Branches during the month:

a. Accessioning

The Center called upon the Logistics Office/Transportation Division on five different occasions to transfer a total of 934 cubic feet of records and distribution material. Also, the Records Center Couriers transferred a total of 184 cubic feet of new material from the Headquarters area. The 1118 cubic feet accessioned by the Center is equivalent to the volume of more than 127, four drawer, legal size file cabinets, which have a replacement value of approximately $45,000.

The Center has only 4,051 cubic feet of space available unless that space in the committed areas is utilized. Because of this limited amount of space, the Accessioning Branch found it necessary to relocate 192 cubic feet of records to make space available for new accessions.

In order to utilize all available space in the Supplemental file, the Accessioning Branch is installing a space locator system in which cards are used to locate and utilize the spaces that have become vacant due to servicing.

b. Reference

The Center furnished 5940 items to requestors during the month. Of this number 338 items were for copies of information reports that required the reproduction of 1,137 pages by the various reproduction processes employed by the Center.

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Reference - continued

As a direct result of having a full T/O, the Center has resumed the inventorying of Supplemental material. The material from OBI, ONE, FBD, and FBID has been inventoried to date, and the material from ORR is 75 percent completed. In connection with this, a survey of OSI material as to its reference activity has been completed and will be used in adjusting the stock level of old publications.

c. Disposal

The disposal problem is still unsolved and there is no immediate relief in sight. The Logistics Office was unable to burn the previously estimated 200 cubic feet of records per week because of labor problems.

1 [redacted] The Chief, Records Center contacted the Security Officer in order to see if a metal fence with a locked gate installed around our incinerator would meet with security requirements. If this were possible, material could be burned during the day and night unattended. This would ease the labor problem and allow more material to be destroyed during the workday.

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[redacted]

Chief, Records Center Division

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RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH: April 1957

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (*Items 2 through 10 in cubic feet*)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (*Number*)	50	540	
2. RECORDS ACCESSIONED	904	6,972	27,608
3. RECORDS DISPOSED OF AT CENTER	86	517	1,643
4. RECORDS TRANSFERRED FROM CENTER	28	1,080	3,934
5. RECORDS HOLDINGS	22,031		
6. DISTRIBUTION MATERIAL RECEIVED	214	1,928	17,217
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	174	1,859	3,954
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	148	940	2,887
9. DISTRIBUTION MATERIAL HOLDINGS	10,370		
10. TOTAL HOLDINGS	32,401		

II. REFERENCE SERVICES

SERVICE (*Number*)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	747	8,181	42,353
12. INFORMATIONAL REQUESTS	71	985	3,003
13. INFORMATION REPORTS	338	4,236	
14. INTELLIGENCE REPORTS	2,988	57,897	
15. ADMINISTRATIVE ISSUANCES	1,867	12,982	
16. TOTAL	6,011	84,251	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (*Number*)	REPORTING PERIOD	FISCAL YEAR TO DATE
17. INTELLIGENCE REPORTS		
A. INITIAL RECEIPT	9,587	80,084
B. RETURNS	2,622	26,946
18. ADMINISTRATIVE ISSUANCES	1,447	12,059
19. TOTAL	13,656	119,089

IV. REPRODUCTION SERVICES

PROCESS (*No. of pages*)	REPORTING PERIOD	FISCAL YEAR TO DATE
20. OZALID	889	11,165
21. PHOTOCOPY	183	1,680
22. DITTO	65	1,350
23. TOTAL	1,137	14,195

V. SHELVING UTILIZATION

SPACE (*Cubic feet*)	REPORTING PERIOD
24. TOTAL CAPACITY	41,220
25. UTILIZED	32,401
26. COMMITTED	4,768
27. AVAILABLE	4,051

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